

ARKANSAS FESTIVAL GRANT PROGRAM INTRODUCTION

Welcome to the Arkansas Agriculture Department – Arkansas Livestock and Poultry Commission's "ARKANSAS FESTIVAL GRANT" program. This information is designed to assist you through the application process. If you have questions, please call or write to:

Arkansas Agriculture Department
#1 Natural Resources Drive
Little Rock, AR 72205
Phone 501-683-4851
Email cynthia.edwards@aad.ar.gov

AN OVERVIEW OF THE BASICS

WHO MAY APPLY?

Eligible Applicants

- Applicants must be the fiscal agent (city or county government) of the festival.
- Festivals featuring an agricultural or forestry product, commerce, or theme and held on an annual basis or proposed to be held on an annual basis may make application for and qualify for funds under this program.

HOW MUCH MAY WE APPLY FOR?

Applicants may apply for a minimum of \$1,000 and up to a maximum of \$5,000.

WHAT TYPES OF EXPENSES MAY WE APPLY FOR?

Operating and program expenses, excluding expenses for travel, salary, or alcoholic beverages, are eligible for funding. Funds must be expended within one year from receipt of the funds.

WHEN IS THE APPLICATION DUE?

All applications must be physically received at the Arkansas Agriculture Department office or postmarked by **4:30 p.m. on January 24, 2014**. Applications may NOT be faxed.

WHERE TO SEND THE APPLICATION

By mail or hand-delivered:

Arkansas Festival Grant Program
Arkansas Agriculture Department
#1 Natural Resources Drive
Little Rock, AR 72205

Please mail the original application PLUS one copy. Keep a copy for your files.

HOW THE APPLICATION CAN BE PREPARED

The application can be prepared locally or by consultants (grant preparation cannot be paid for with grant funds). The Arkansas Agriculture Department staff will be available to assist with any questions about the grant application.

HOW TO FILL OUT THE APPLICATION FOR FUNDING FORM

This form is attached and must be completed in full. The directions for completing this form are listed below. The application must be typed or printed legibly to be considered.

In Section A

For the applicant, list the name of the city or county submitting the application. List the festival's name. For the primary contact person, list the person on staff at the city, county, or festival who will be acting as the agent between the festival and the Arkansas Agriculture Department. List the mailing address, phone number, and fax number of the city, county, or festival. List the primary contact person's e-mail address if applicable. List the county where the project will exist.

In Section B

Provide the date of the festival and the amount of time your festival has been in existence in year(s) format.

List the amount of funds requested. The amount of funds requested must be at least \$1,000 and can total no greater than \$5,000. List the total cost for the festival.

In Section C

Provide a description of the theme of the festival and your proposed use of the funds requested. If this description requires more space than is given on the application form, provide additional paper.

In Section D

Provide a detailed list and cost estimate of items to be purchased with the requested grant funds.

In Section E

The applicant's Chief Executive Officer and the Primary Contact Person must provide his or her signature, printed name, title and date signed. Examples of Chief Executive Officer include the mayor or county judge. The primary contact person is the person on staff at the city, county or festival who will be acting as the agent between the festival and the Arkansas Agriculture Department.

In Section F

The certification letter must be signed by the Chief Executive Officer (the mayor or county judge who signed the application) and returned with the application.

In Section G

A resolution passed by the city council or quorum court must be enclosed with the application. The resolution must be signed by the mayor/county judge and the city/county clerk. The copy in Section G is a sample intended to assist applicants in knowing what to submit.

WHAT ARE OUR OBLIGATIONS?

The Arkansas Agriculture Department will appoint a panel to review and approve qualifications of all grant applications. Recommendations by this panel will be made to the Arkansas Secretary of Agriculture or his appointee for the awarding of the grants within sixty (60) days of the application due date.

GENERAL IMPROVEMENT FUND EXPENDITURE REPORT

Grantees will be required to complete a General Improvement Fund Expenditure Report and sign it certifying the accurate expenditure of funds. The expenditure report is due to the Arkansas Agriculture Department within 10 working days after the end of each calendar year. A final expenditure report is due 60 days after the final expenditure is made.

A copy of the original proposal and all project expenditures, with invoices attached, will be approved by the mayor or county judge and remain on file in the office of the mayor or county judge for three years or until audited, whichever is later.

Checklist for a Complete Arkansas Festival Grant Application

In addition to the grant application, applicants must include the following in order for the application to be complete. **Failure to submit any of the required documents by the deadline will result in an incomplete application and will not be reviewed by the review committee.** Please use this sheet to double check that all required information is submitted.

- A complete application signed by the Chief Executive Officer (mayor or county judge) and the Primary Contact Person.
- Signed Certification Letter (enclosed with the application) from the Chief Executive Officer (mayor or county judge who signed the application).
- Resolution passed by the city council or the quorum court and signed by the mayor/county judge and the city/county clerk.
- The original application PLUS one copy is mailed.

Arkansas Agriculture Department – Arkansas Livestock and
Poultry Commission

Arkansas Festival Grant Program

Application Form
(please type or print legibly)

Section A

Applicant: (City or County)

On behalf of (Festival Name)

Primary Contact Person _____

Address _____

City _____ **State** _____ **ZIP** _____

County _____ **Phone** _____

E-mail _____

Section B

Is the festival held or proposed to be held on an annual basis? _____

If it is an ongoing festival, how long has it been in existence? _____

Date of festival _____

Amount of grant money requested: _____

Total festival cost: _____

Section C

Describe the theme of the festival and your proposed use of the funds (Attach extra pages as necessary.)

Section D

Detailed Cost Estimate for proposed use of the funds (Attach extra pages as necessary)

Item	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section E

Certification by Chief Executive Officer

I hereby certify that the information contained in the application is true and correct to the best of my knowledge. My signature certifies that I have read, understand and support the above application for grant funds and that I have read, understand, and agree to abide by the rules and regulations governing the grant program. I understand I am responsible for the accurate administration of the grant funds.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

Certification by Primary Contact Person

I hereby certify that the information contained in the application is true and correct to the best of my knowledge. My signature certifies that I have read, understand and support the above application for grant funds and that I have read, understand, and agree to abide by the rules and regulations governing the grant program.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

SECTION F

CERTIFICATION LETTER

Date _____

Butch Calhoun
Secretary of Agriculture
Arkansas Agriculture Department
#1 Natural Resources Drive
Little Rock, AR 72205

Dear Secretary Calhoun:

On behalf of the city/community of _____, I am writing to request your assistance in securing a state grant under the Arkansas Festival Grant program. Proceeds from the \$_____ grant, if awarded, will be used for the following project, as outlined in the enclosed application:

I designate myself, Mayor/County Judge of _____ as the person ultimately responsible for the administration of the state grant, if awarded. Project funds from all sources will be expended through a fund established on the books of the city/county of _____

_____, and all project expenditures with invoices and cancelled checks attached, in addition to copies of all application materials, will remain on file in the Mayor/County Judge's office for three years or until audited (whichever is later), to assure that funds were used for the purposes for which they were made available.

If additional information is needed concerning this project, please feel free to contact me or the project's primary contact person (name) _____ at (phone number) _____. Thank you for your consideration.

Sincerely,

Mayor _____

County Judge _____

City _____

County _____

Phone Number _____

Phone Number _____

SECTION G

RESOLUTION PASSED BY CITY COUNCIL/QUORUM COURT

*Note: This is a sample copy of a resolution intended to assist grant writers in knowing what to submit. **All Resolutions must be notarized by the local governing official.***

RESOLUTION # _____

Be it resolved by the City Council/Quorum Court of _____, State of Arkansas a resolution entitled: _____.

A Resolution authorizing the Mayor of _____ Town or the County Judge of _____ County to apply for a grant of behalf of the _____ Community.

Whereas, the _____ City Council/Quorum Court has determined that the _____ Community meets eligibility requirements necessary to apply for a grant under the Arkansas Festival Grant; and

Whereas, the _____ Community has presented plans to (description of festival) _____
_____; and

Whereas, the City Council/Quorum Court of _____ recognizes the need for the project, concurs its importance, and supports the _____ Community in its efforts to proceed with the same; and

Therefore, be it resolved, that the Mayor/County Judge of _____ is hereby authorized to submit an application of formal request to the Arkansas Agriculture Department for purposes of securing state grant funds in the amount of \$ _____ to aid and assist the _____ Community in executing the proposed project described herein and that the Mayor/County Judge or Recorder/Treasurer of _____ is further authorized to administer the grant funds for the same project.

THIS RESOLUTION ADOPTED IN REGULAR SESSION _____
Date

APPROVED: _____
Signature of Mayor or County Judge

Typed name of Mayor or County Judge

ATTEST: _____
Signature of City or County Clerk